



Planning

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| Meeting Name: | DES Workplace Safety Plan Steering Committee meeting | Dial-In Number: | WebEx: 1-888-729-9685 Attendee access code: 379 011 8 |
| Date and Time: | Monday, July 29, 2013, 9AM to 10AM | Location: | 3500 Industrial Blvd, West Sac, 2nd Floor, Room 231 |
| Facilitator: | Cindy Garcia | Scribe: | Ofelia Bogdan |
| Attendees: | <input type="checkbox"/> Heidi Rooks <input type="checkbox"/> Jason Moore <input type="checkbox"/> Petra Lee <input type="checkbox"/> Don Guy <input type="checkbox"/> Scott Waller <input type="checkbox"/> Jason Kindopp <input type="checkbox"/> Tim Smith <input type="checkbox"/> Allan Wong <input type="checkbox"/> Ron Gantt <input type="checkbox"/> Steve San Julian <input type="checkbox"/> Michal Koller <input type="checkbox"/> Cindy Garcia <input type="checkbox"/> Ofelia Bogdan <input type="checkbox"/> Ryan Keith <input type="checkbox"/> Justin Heeb <input type="checkbox"/> Mike Conrad <input type="checkbox"/> Jeremy Del Cid <input type="checkbox"/> Michael Donlon | | |
| Absent: | <input type="checkbox"/> Mike Dempsey <input type="checkbox"/> Matt Hicks <input type="checkbox"/> Joanna Gonzales <input type="checkbox"/> Josh Brown <input type="checkbox"/> Tim Smith <input type="checkbox"/> Justin Heeb <input type="checkbox"/> Karen Gehrts | | |

Meeting Notes / Decisions Made

| Topics | | Discussion | Decision |
|--------|---|--|---|
| 1 | Introductions | All - | |
| 2 | Welcome – Michael Donlan - DWR New Chief Safety Officer | Michael - <ul style="list-style-type: none"> Background & Experience DWR World-Class Safety System vision BCP for new “safety” positions | Building a world-class safety system will take time. (long-term plan) Plans to task Division’s safety committees so more safety improvement work is accomplished. Heidi- BCP for a new safety position at DES to work on safety issues, documentation and training. |
| 3 | AECOM | Mike Conrad & Ron Scott - <ul style="list-style-type: none"> DOE A&E Contract Task Order for AECOM to provide assistance Federal & State Safety Regulations and Safety Training Requirements | Handout- DES Safety Project (Plan) Components Task Order 4 – can do IH (industrial hygiene) & hearing monitoring Survey is coming soon with 7 questions regarding training. Very important in determining training needs and priorities. Ron will provide required training feedback of our list of Safety Plan’s core components once he receives the e- list (action item). |
| 4 | Feather River Program’s safety concerns and questions | Jason – <ul style="list-style-type: none"> Authority over safety issues – Who is ultimately responsible for workplace safety issues? | Supervisors are the first line of defense. DWR Chief Safety Officer can evaluate the work done by department staff, if |



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| | | <ul style="list-style-type: none"> Work clearances - what is the process for obtaining the proper work clearances? | <p>needed. DWR should treat some work activities as a “confined space” until determined otherwise.</p> <p>Obtaining a work clearances part of the snorkel plan - need to revise plan to address “when” a means is needed.</p> <p>Obtaining a work clearance can be cumbersome so need to streamline the process.</p> <p>At any time- staff have stop work authority if they feel that the conditions are unsafe.</p> |
| 5 | Schedule the next meeting | Aug 26 th from 9-10AM, DES Library | |

Action Items for today's meeting

| Topic | | Actions | Responsibility | Timeline | Status |
|-------|--|---|----------------|--------------|--------|
| 1 | Ofelia will send Ron our list of our Div's Safety Plan's core components | Ron will provide required training feedback of our list of Safety Plan's core components once he receives the e- list | Ron Gantt | Next meeting | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |